CHIP Training and Consulting (Pvt) Ltd

LEAVE APPLICATION FORM-PTPP Project

SECTION 1: APPLICANT'S DETAILS

Employee Name	Muhammad Aamir Siddique
Designation	UCPO
CNIC No.	3240457674503
District/UC	Rojhan City/district rajanpur
Leave application date	18-01-2021

SECTION 2: DETAILS OF LEAVE

Reason of Leave Applied for (Tick in appropriate box)

☐	Hajj	☐	Umrah/Ziarat
☐	Chillah, Tableegh, Ehtikaf	☐	Christmas, Diwali
☐	Study/Exams/Test /Interview	☐	Maternity
☐	Family Wedding	☐	Self-Wedding
☐	Immediate Family Death	☐	Self-Sick Leave
☐	Immediate Family-Sick Leave	☐	Accident/Sickness-while at work
☐	Accident/Sickness-while not at work	☑	Emergency Leave
☐	Vacations	☐	Others

Number of Days Leave Applied for 1 day

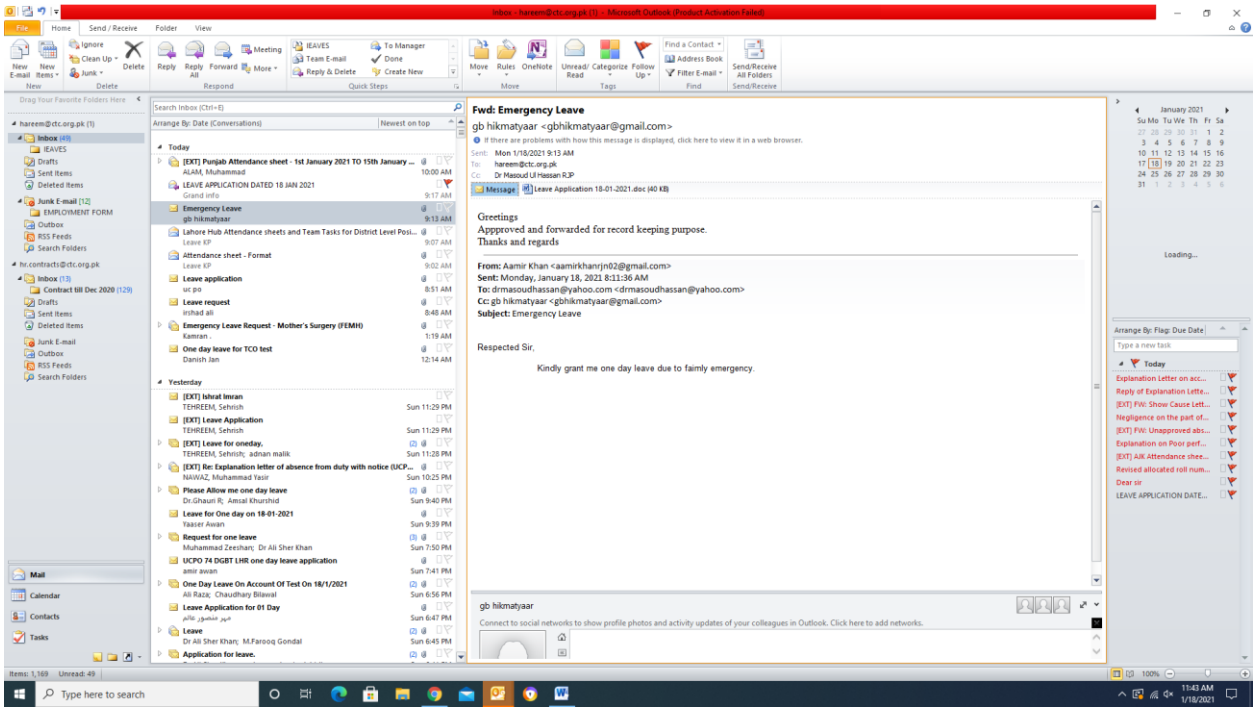
Leave start date.18-01-2021	Leave end date.18-012021

OIC Name and designation:

Employee signature: Muhammad Aamir Siddique___	Date:__18-01-2021_____
PEO endorsement:_____	Date:_____
PTL endorsement: _____ For more than Two weeks	Date:_____
CTC final approval:_____	Date:_____

CTC Remarks, if any _____

NOTE: Leaves during campaign days are NOT allowed

CHIP Training and Consulting (Pvt) Ltd

LEAVE APPLICATION FORM-PTPP Project